



# Lake County

*JSEC Insider*

## Ten Strategies to Increase Employee Engagement:

Speak to the value of your organization's work

Involve people early and often in making changes that effect their work

Clarify what input is being sought and how it will be used (asking for input that will never be used is one way to ensure cynicism in the workplace)

Give people choices

Provide updates and news of successes

Give people as much control over their work as possible

Encourage employees to develop their own solutions before they report problems

Delegate as much decision making as possible

Delegate as much of the important work as possible

Ask for and act upon people's ideas

Source: Brian McDermott and Gary Sexton. *Leading Innovation: Herentals, Belgium: Nova Vista Publishing, 2004.*

## Davis-Bacon/Prevailing Wage Information

Federal Wage & Hour Division:  
1-866-487-9243 or  
801-524-5706

For current rates you can use the following link:  
[www.gpo.gov/davisbacon/mt.html](http://www.gpo.gov/davisbacon/mt.html)

## How long should you hold on to those records?

Under both state & federal law, you're required to save certain records for certain periods of time. Unfortunately, those time periods aren't all the same. How do you know how long you're supposed to keep things?

Records retention regulations vary from state to state and generally require you to hold on to records for *one to seven* years. So the safest course is to save all your employment records for *seven* years. But since you probably want to know what the law says, we have gathered some specific rules here for you.

According to the Montana Secretary of State, you need to keep job advertisements, internal job postings, and offer and hiring records for *one* year. Biographical data, including the applicant's or employee's name, address, birth date, and other personal information, should be kept for *three* years. Employment and earnings records should be kept for *two* years, but payroll records and timecards should be kept for *three* years.

We suggest that employment contracts be kept for the length of employment plus *eight* years. Medical records probably should be kept for *three* years since that's the requirement under the Family and Medical Leave Act. Occupational injury and illness records need to be kept for *five* years. Other laws, however, provide that you need to keep medical records for only *one* year. I-9 forms should be kept for *three* years or for *one* year after employment terminates. If your employees are exposed to toxic substances, those records must be kept for **30 years** after employment terminates.

Summary plan descriptions and reports on benefit plans should be kept for *six* years. Records for promotions, demotions, layoffs, and transfers should be kept for *one* year. Your tax and compensation records should be kept for *four* years.

Drug test records for drivers should be kept for *five* years.

Source: Montana Employment Law Letter

## Measuring the Return on Investment of Training:

Have you ever thought about attending a seminar or workshop and wondered how to maximize what you are able to take away from the training, so it would really be worth your time? The first question to ask is "what do you hope to gain from the event"? Based on the subject matter of the seminar, outline the specific areas within your business that you'd like to have explored. Be sure to take the outline with you and ask questions pertinent to your concerns. During and following the event take notes and make plans on how best to implement your new found knowledge. Begin next with a timeline and communication strategy of your objectives to implement the workshop principals you want to apply, and then plan a schedule to measure results.



Mission Valley One Stop Workforce Center  
Lake County Job Service  
PO Box 970  
417 B Main Street  
Polson, MT 59860

To keep current on Wage & Hour laws; new available resources, new employer information, upcoming Work Shops; previous Newsletters: visit our website: [employlakecounty.com](http://employlakecounty.com) or call Todd Erickson, Business Resource Consultant @ 406.883.7885 email: [toerickson@mt.gov](mailto:toerickson@mt.gov) Hours: Monday-Friday 9:00-2:30

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### JSEC Representatives

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January's R&A publication Montana Economy at a Glance featured an article on workforce planning that addresses the differences in wages for similar skills between industries. February's publication provides an analysis of the current national recession and its effect on the Montana's economy. If you want to know more, refer to the Research and Analysis website: [www.ourfactsyourfuture.org](http://www.ourfactsyourfuture.org)

### Career Fair Update:

Building upon input from participating employers from last year's Job Fair at the Polson High School, our educational committee decided to partner this year with the Salish Kootenai College to combine resources and to centralize this year's Career Fair location. This partnership also eliminated the potential competition for employers' attending two separate events. As a result more than 60 employers participated and over 300 potential applicants attended. Although there wasn't much High School student representation due to schedule conflicts, plans are underway to include school representatives early in the next planning stages so as to better accommodate their planning process and ability to bus students to the event at the college.

### UNEMPLOYMENT RATES

January 2008 Unemployment Rate for the US was 4.9%  
January 2008 Unemployment Rate for MT was 4.3%  
January 2008 Unemployment for Lake County was 6.8%

February 2008 Unemployment Rate for the US was 4.8%  
February 2008 Unemployment Rate for MT was 4.2%  
February 2008 Rate for Lake County was 7.0%



### Upcoming Events & Trainings:

**April 23, 2008 ~ **SOLD OUT** Professional Communication Skills & Conflict Strategies, Steven McCoy Motivational Trainer**

**September 24, 2008 ~ Sign up early! Part two "Leading with Spirit" Professional Team Building & Leadership Strategies**

**October 7, 2008 ~ ABC Clinic**